

Weare Zoning Board of Adjustment Required Documentation Checklist

Case #: _____

Applicant Name: _____

Date Application Filed: ____ / ____ / ____

Important Notice to Applicants: *The Required Documentation Checklist is a tool to assist you and us by optimizing operational review of your application by the Land Use Coordinator prior to your appeal to the Zoning Board of Adjustment. Improperly completed applications shall be rejected upon initial review by the Land Use Coordinator and appeal to the Zoning Board of Adjustment denied. All forms must be completed in ink.*

1. _____ All applications for appeal must be completed **using only the approved, original application forms** and must be complete, clear and easily readable; typewritten is preferred. (DO NOT RETYPE APPLICATION QUESTIONS TO ANOTHER DOCUMENT) In instances where your answer requires more than the provided space attach an addendum identified by a sequential numbering system. All forms must answer and/or demonstrate:
[a] Who owns the property (copy of deed to be attached)?
[b] Where is the property located?
[c] What do you propose to do?
[d] Why does your proposed use require an appeal to the ZBA?
[e] Why should your appeal be granted?
2. _____ Written authorization is required from the owner or legal representative if applicant is not the owner of record of the affected property.
3. _____ Location Map identifying area street names, north orientation arrow, and abutting properties. (note: a location map is not the same as the site map or plan)
4. _____ Site plan of property at issue identifying current structures, location[s] of proposed structures, location of well and septic systems, wetlands, slope characteristics, etc. and defined setbacks. Survey plans are always preferred, however, well drawn, IN SCALE, non-professional drawings may be acceptable. [A] IF YOU ARE SEEKING RELAXATIONS FROM SETBACKS, LOT LINES OR WETLANDS A PROFESSIONAL STAMPED PLAN SHALL BE MANDATORY. [B] EACH COMPONENT IDENTIFIED ABOVE MUST BE IDENTIFIED ON THE SITE PLAN.
(note: a site plan or map is not the same as a copy of the tax map)
5. _____ Abutters list identifying all property owners names and addresses that abut the subject property on all sides of the property, as well as across any road, street, or stream. If you have difficulty, ask, but the accuracy of this list is the sole responsibility of YOU.
6. _____ For a **variance** application, you must demonstrate some form of determination that the proposed use is not permitted without a variance. Applications must identify the type of variance being applied for (Use or Area). Applications that do not contain this determination SHALL NOT be collected and SHALL NOT be reviewed by the Board.
7. _____ For an **appeal of administrative decision or appeal for Rehearing of ZBA Decision**, a copy of the decision you are appealing must accompany your application. If the decision copy is not attached your application SHALL NOT be collected and SHALL NOT be heard by the Board.
8. _____ Any other additional information, pictures, construction plans, etc that will assist you in your presentation should accompany your application.